



# METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

**MPD** has been on the cutting edge of public defense since our inception in 1971. Formed as a non-profit law firm, MPD contracts with the State of Oregon for public defense services. MPD was the first public defender organization under this system. MPD is the largest single provider of trial level public defense services in the state of Oregon, with offices in both Multnomah and Washington counties.

**Join our dynamic team** and a part of MPD's commitment to being a leader in public defense which includes not just excellence in client representation but a strong commitment to hiring and developing a professional staff of defenders. For more information on MPD and our work visit: <https://www.mpdlaw.com/about-us-2/>

**MPD is currently searching for Legal Assistants to join our Washington County Office.** The Legal Assistant position is a customer service position providing administrative support to the defense team. Serves as a liaison between client, attorney, client's family, and elements of the criminal justice system; assess client needs, refer as appropriate to Alternatives Advocate; coordinate necessary services. The work performed requires a general knowledge of the organization's operations. Ideal candidate will have a strong work ethic, clear oral and written communication skills, and a commitment to indigent defense excellence. The Legal Assistant II receives general supervision from the Chief Legal Assistant.

This position pays \$39,500.00 - \$55,580.00 per year. Staff are members of a union. This is a full-time non-exempt position. In addition to compensation, MPD also offers:

- Medical (choice of PPO or HDHP), Dental (choice of PPO Standard or PPO Enhanced) and Vision – 100% employer paid for employee only coverage.
- Flexible Spending Account (FSA) or Health Savings Account (HSA)
- Basic Life, STD, LTD and ADD&D – 100% employer paid
- 401(K) – MPD will contribute 6% of your annual salary with full vesting after the completion of 5 years of service
- PTO – 24 hours upon hire and accrue 80 hours and increase to 120 hours starting at 24 months
- 10 paid holidays + 2 floating holidays (summer and winter)
- 4 Mental Health Days per year
- Sick Leave – 48 hours upon hire + 48 hours after the completions of six months of employment

## **Position Qualifications**

- High school diploma or GED
- Education or experience working in the legal or social service field.
- Proficient typing at 35 words per minute with 100% accuracy
- Excellent verbal and written communication skills

**Position Preferences**

- Fluent in Spanish highly preferred
- Ability to lead by example in the handling of work assignments, as well as in the treatment of staff and others in the criminal justice system.
- Ability to access clients and witnesses in correctional facilities (may preclude employees and applicants arrested and jailed).
- Ability to testify in court without impeachment (may preclude employees and applicants convicted of certain crimes within the prior 15 years).
- Maintains confidentiality of agency records.
- Ability to work independently and as part of a team.

**Work Environment:**

- MPD fosters a work environment that is friendly, cooperative, and respectful.
- Work is generally sedentary, in an office setting, courthouse, field location or jail facility.
- There are frequent requirements for some physical activity such as carrying boxes of records weighing up to 10 pounds, stooping to extract records from files, or carrying and setting up display easels in court.

**To Apply:**

- Apply directly at our website at <https://mpdlaw.com/employment-and-volunteering/>. Submit a current resume and cover letter on why you are interested in the position and/or in supporting public defense work.

*Diversity and Inclusion: At MPD, we do not just accept difference; we value it and support it to create a culture of dignity and respect for all our staff.*

*MPD is proud to be an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin, or any other characteristic protected under federal, state, or applicable local law.*

*Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact Human Resources in advance to request assistance.*